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# Hospital Caterers Association

[www.hospitalcaterers.org](http://www.hospitalcaterers.org)

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## Patron Application Pack

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# What is the Hospital Caterers Association?

Hospital Caterers Association was one of the first professional associations to be formed within the National Health Service. Inaugurated at a meeting of 25 London Hospital Catering Officers in 1948, it had enlarged to a membership of over 100 by the following year.

As interest grew amongst hospital caterers, the first branches were formed outside London in 1950, those being the North East Branch in Newcastle and the Scottish Branch in Glasgow. In the same year the Association was represented at Hotelympia for the first time.

The Association has continued to grow now having a membership of over 600 members from within catering and hotel services, represented by 15 Branches throughout Great Britain and Northern Ireland. Many senior members now hold positions in General Management, such as Hotel Services, Commercial and Facilities Management.

## The Association promotes

- The continued improvement of catering standards in Hospitals and Health Care Services.
- The education and training of persons engaged in the Health Care Services, including the encouragement of persons to join Health Care Services.
- The protection and improvement of the professional interests and status of those engaged in Health Care Catering Services.

## It achieves these objectives through:

- A Code of Practice.
- A Code of Conduct.
- National Leadership & Development Forum and Study Days.
- Branch organisation and events – a National Representation of 15 Branches.
- The Hospital Caterers Association Journal, Good Practice Guides and numerous other communications.
- Representation on National Bodies.



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# Branches of The Association

The Association has 15 Branches covering England, Northern Ireland, Scotland and Wales.

These are listed below with a general outline of their catchment areas:

## East Anglia Branch

Norfolk and Suffolk

## East of Scotland Branch

Grampian, Tayside, Fife, Lothian, Borders, Highland and Islands Health Boards

## Merseyside and North Wales Branch

Part of Merseyside and the North West of England and Gwynedd and Clwyd

## London and South East Branch

Central London and parts of North West and East Thames, Essex

## Northern Branch

The North East of England

## Northern Ireland Branch

The Southern, Northern, Eastern and Western Health Boards

## North West of England Branch

Parts of Merseyside and the North West of England

## Oxford Branch

Oxfordshire and surrounding counties

## Trent Branch

Trent region including South Yorkshire

## Wales Branch

The NHS Trusts in Wales except in North East and Northwest Wales

## Wessex Branch

The Wessex area of South and West region

## West of Scotland Branch

Greater Glasgow and Clyde, Forth Valley, Dumfries and Galloway, Ayr and Arran, Lanarkshire and Forth Valley Health Board

## West Midlands Branch

West Midlands region

## South West Branch

South and West region, except areas within Wessex

## Yorkshire Branch

Yorkshire region, except the South of Yorkshire



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# Why become a Patron

The Patron scheme has been designed to let companies who wish to meet, or maintain contact with Members of the Association, support activities at Branch level only.

It is the company that becomes the Patron of the Branch. Unlike Associate membership, a company has the advantage to allow any one person from the company to attend meetings of the Branch that has accepted them as Patrons.

Therefore, a different person can attend each meeting; however, only one person can attend on any one occasion.

A company/individual can become Patron to more than that one Branch and must submit an application to each relevant Branch.

1. One representative can attend a Branch Meeting to which the company is Patron, (apart from any closed sessions that are restricted to members). This issue is to be determined by each particular Branch.
2. Notification of dates and venues for Programme and/or Seminar's, (apart from any closed sessions restricted to members).
3. Ability to meet formally and socially and forge links with Branch Members.
4. Ability to host Branch Meetings on company territory.
5. Ability to meet informally with Representatives from other sections of the Catering Industry.
6. Opportunity to contribute to held Branches of the HCA to develop.
7. To receive a copy of the HCA Journal.
8. Ability to develop and maintain an awareness of trends within the Hospital Catering Industry as a whole.
9. A list of all Company Patrons will be published on the HCA Website on a Branch by Branch basis.

The Association offers two levels of Patronage, one for individual Patronage to a specific Branch, or Corporate Patronage which allows a company representative to attend every Branch of the Association.



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# How to join

You make an application to any Branch of the Association or through the HCA National Officers.

Firstly, complete the enclosed application form in this pack. When completed forward it to the Treasurer of your chosen Branch, or to the Honorary National Treasurer for Corporate Patronage.

For Branch applications, the Branch Treasurer will put your application forward to the next Branch Meeting for approval. If the approval is given, your patronage application, and corporate applications, will be forwarded to the National Council for final approval and a certificate will be issued to you by the Honorary National Treasurer. Upon approval the Treasurer will issue an invoice.

## What will it cost?

The Associations financial year is from 1st November to 31st October each year. Subscriptions are payable annually on 1st November each year.

### The current annual subscription rates for Patron are:

**Branch:** £100.00 + VAT (the VAT rate differs every year due to items on membership being VAT rated)

**Corporate:** £1,200.00 + VAT (the VAT rate differs every year due to items on membership being VAT rated)

These rates apply from 1st November 2017.

Cheques should be made payable to "The Hospital Caterers Association" and an Association Receipt will be issued for all monies paid.



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# Code of professional practice

The Hospital Caterers Association. (hereafter called the Association), requires that Members of the Association:

- Seek to achieve excellence in the management and delivery of the catering services for which they are responsible and when possible, seek to encourage the pursuit of excellence by others.
- Accept that they have a duty to develop their own knowledge and understanding of their profession and activity seek opportunities to improve their competence, by participation in the educational programmes of the Association those offered by other organisations and institutions.
- Share their professional knowledge and experience with other members of the Association, providing support and encouragement when this is likely to achieve beneficial change.
- Help all members of their staff to achieve their full potential by devoting time to coaching them and encouraging the acquisition of appropriate qualifications.
- Take care to avoid bias or prejudice in the planning and delivery of services, in their recruitment practices and in the day to day management of their staff.
- Identify and seek to prevent the acceptance of any proposal that is likely to lead to the reduction of service, quality or safety to a level where the quality of life or welfare of patients and other service users be jeopardised.
- Strive to achieve the maximum efficiency possible in the management and use of resources including active support for joint purchasing arrangements where these are shown to provide best value for public money.
- Maintain staff training programme and diligently operate food handling systems that ensure the food and beverage services for which they are responsible, does not put the health or well being of consumers at risk.
- Collaborate with other health care staff appropriate individuals and agencies in any enterprise that aims to improve health and well being of those served and of the population at large.



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# Code of conduct

- Conduct their professional and private life in a manner which avoids the risk of bringing themselves or the Association into disrepute.
- Do not exploit their membership or position within the Association for improper personal gain or benefit.
- Accept the discipline accountability which requires that they meet and are seen to display the highest standards of probity and impartiality in their dealings on behalf of their employing Authority.
- Conduct their professional and personal relationships with other members of the Association in a manner which ensures that the work and standards of the Association is enhanced.
- Maintain the highest standards of professional conduct and integrity in all their dealings on behalf of the Association and as individuals with patients, their staff, the public and the media.



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# Application to become a Branch Patron

**(Please complete in block capitals)**

Branch:	_____
Name of person making application:	_____
Name of company:	_____
Name of contact (if different from above):	_____
Address to which correspondence should be sent:	_____
	_____
	_____ Postcode: _____
Email address:	_____
Telephone number:	_____
Signed on behalf of company:	_____
Status:	_____

This application needs to be completed and forwarded to the Branch Treasurer of the:

\_\_\_\_\_ Branch of the Hospital Caterers Association.

Acceptance to Patron Status will not be automatic as the applicants will be advised accordingly. No correspondence will be entered into as to reasons why a Company has been unsuccessful, nor any other body be advised. Upon approval the Treasurer will issue an invoice.

Successful applicants will be advised and will then enjoy the benefits listed for the 12-month period.

The annual renewal fee of **£100.00 + VAT** (the VAT rate differs every year due to items on membership being VAT rated) will be required to remain a Patron, regrettably, the benefits of patronage will not be continued unless the annual renewal fee has been received.

# Application for Corporate Patronage

**(Please complete in block capitals)**

Name of person making application:	_____
Name of company:	_____
Name of contact (if different from above):	_____
Address to which correspondence should be sent:	_____
_____	_____
_____	Postcode: _____
Email address:	_____
Telephone number:	_____
Signed on behalf of company:	_____
Status:	_____

This application needs to be completed and forwarded to the National Treasurer of the Hospital Caterers Association.

**Please also include a contact name, email address and telephone number for each Branches company representative in the table on the next page.**

Acceptance to Patron Status will not be automatic as the applicants will be advised accordingly. No correspondence will be entered into as to reasons why a Company has been unsuccessful, nor any other body be advised. Upon approval the Treasurer will issue an invoice.

Successful applicants will be advised and will then enjoy the benefits listed for the 12-month period.

The annual renewal fee of **£1,200.00 + VAT** (the VAT rate differs every year due to items on membership being VAT rated) will be required to remain a Corporate Patron, regrettably, the benefits of patronage will not be continued unless the annual renewal fee has been received.

# Branch company representative contact details

**(Please complete in block capitals)**

BRANCH	SUPPLIER REPRESENTATIVE	EMAIL	TEL
East Anglia Branch			
East of Scotland Branch			
Merseyside and North Wales Branch			
London and South East Branch			
Northern Branch			
Northern Ireland Branch			
North West of England Branch			
Oxford Branch			
Trent Branch			
Wales Branch			
Wessex Branch			
West of Scotland Branch			
West Midlands Branch			
South West Branch			
Yorkshire Branch			



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